



---

## Youth With A Mission (BC) Society

Donor Services

Box 57100, 2480 E. Hastings Street

Vancouver BC V5K 5G6 CANADA

Phone: (604) 436-4433 Fax: (604) 436-4466

Email: donorservices@shaw.ca

---

### **CONCERNING THE HANDLING OF FUNDS THROUGH YOUTH WITH A MISSION (BC) SOCIETY FOR TAX DEDUCTIBLE RECEIPTS**

The purpose of this letter is to clarify our position as a tax-exempt organization and to explain how we must handle your contributions to Youth With A Mission missionaries and projects.

As a tax-exempt organization, our understanding with CCRA is that all contributions must be directed solely to **YOUTH WITH A MISSION**. In order for us to issue a tax-deductible receipt, your cheque must state: "Pay to the order of **"YOUTH WITH A MISSION"**". **ENCLOSE A NOTE** telling us to whom you want the money to go and the person(s) or project(s) address. **PLEASE DO NOT WRITE ANYTHING OTHER THAN "YOUTH WITH A MISSION" OR "YWAM"** on the cheque itself, **FRONT OR BACK**, as keeping this information off cheques and receipts prevents any confusion with CCRA concerning the proper use of our tax-exempt status. **ANY CHEQUE HAVING ANYTHING OTHER THAN "YOUTH WITH A MISSION OR "YWAM" WRITTEN ON IT (INCLUDING THE MEMO SECTION) WILL BE RETURNED FOR A NEW CHEQUE TO BE WRITTEN. Names or designations cannot be crossed out.** This is not a new ruling, just one that CCRA is enforcing more rigidly. **PLEASE DO NOT ADDRESS ENVELOPES TO THE MISSIONARY OR INCLUDE PERSONAL LETTERS.**

**WE ARE UNABLE TO PROCESS CONTRIBUTIONS FOR FEES, DONATIONS OR SUPPORT OF ANY KIND FOR STUDENTS ANYWHERE. THIS APPLIES TO ALL YOUTH WITH A MISSION SCHOOLS EVERYWHERE. THIS IS A CCRA RULING, WHICH WE MUST FOLLOW.**

Upon receiving your cheque and enclosed note of designation, the cheque is deposited to the individual's or project's account. A tax-deductible receipt will be sent to you **ONCE** the individual's staff status with Youth With A Mission has been verified. Receipts are mailed out monthly, or annually in January, upon request. Cheques to individuals or projects are sent to them on the 16<sup>th</sup> and the last day of every month, in the currency of their choice, once their eligibility has been verified. **THEY RECEIVE ALL MONIES** sent to them except for a 2.5% service charge for handling and mailing. Cheques can only be sent to Youth With A Mission staff at their base locations unless arrangements have been made with this office. **TO MAKE IT EASIER FOR YOU, WE DO OFFER AUTOMATIC CHEQUE WITHDRAWAL and we accept post-dated cheques.** We do **NOT** have Visa or MasterCard because of the cost. If the recipient is not on staff, we will return your donation to you.

Thank you for your co-operation. If you have further questions, please feel free to ask, as we do desire that you understand our position as a tax-exempt organization and how we must handle your contributions.

Youth With A Mission (BC) Society  
Donor Services